

NAME: _____

RECOMMENDATION QUESTIONNAIRE

You may need letters of recommendation to be written for you as you apply for colleges and scholarships. In order for your letter of recommendation to be written as to best serve you, please answer the following questions completely and precisely.

1. What leadership positions have you held (at church, school, etc.)?
2. What interests and hobbies have you followed consistently? Are there avenues in which you have pursued your interests (i.e. taken a class, joined a club, etc.)?
3. What summer or travel experiences have made a difference to you?
4. Have you lived in different locations? How has this affected you?
5. What work experiences have you had?
6. Describe your church involvement.
7. What are your strengths?
8. What are your weaknesses?

9. Describe a challenging situation that you have faced and how you dealt with it. How did it cause you to grow? What did you learn through it?

10. What person has influenced you greatly? Why?

11. If you have been at a different high school before coming to Calvary Christian School, please tell why you came to Calvary and what difference it has made to you. How has it changed you?

12. Describe you personality and your character traits?

13. What are your goals and aspirations?

14. What will you add to a college community?

15. Please list, in order of their importance to you, two activities outside the classroom that have been most significant to you. Did your participation change or improve the activity? Please explain the changes or improvements.

16. What do you consider to be your greatest achievement to date?

* Please note: When requesting a letter of recommendation you should do the following:

- 1) Give the person at least a week's notice to write the letter of recommendation.
 - 2) Tell the person what you need the letter for. **Give the person the following information:**
 - a. The name and address of the school, scholarship, company, etc. where the letter is to be sent
 - b. An explanation of what the recommendation should include. For example, some recommendations will request academic information; others will want examples of leadership roles, etc.
 - c. The date the letter of recommendation is due.
 - 3) It is not mandatory however, it is a nice touch to send a thank you note to the person who has written the letter for you. You could include it with the other information listed above.
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COLLEGE VISITS AND CAREER SHADOWING DAYS

You will be granted an excused absence for a college visit or for a career shadowing experience *if* you follow the procedures listed below:

- At least one week in advance obtain a College Visit Form or Career Shadowing Form from the credenza under the graduation pictures across from the office.
- Have your teachers sign the first page of the form, you read and sign this page and then bring it to Mrs. Dickens to sign.
- Gather the information requested and fill out the other pages of the form while you are on your visit.
- Turn these sheets in to Mrs. Dickens on your first day back to school after your visit.

PLEASE NOTE: Following the above procedures is the only way to be granted an excused absence for a college visit or career shadowing day. Please remember, this does subtract from your allotted 8 excused absences.